

VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

CHAPTER 11 CERTIFICATION OF A PART 145 REPAIR STATION

Section 1 Safety Assurance System: Phase 1—Preapplication

2-1181 GENERAL. This chapter provides direction and guidance on the certification process of Title 14 of the Code of Federal Regulations (14 CFR) part 145 air agencies. An applicant is not certificated until the Flight Standards District Office (FSDO), International Field Office (IFO), or Flight Standards office is confident that the prospective certificate holder is capable of fulfilling the required responsibilities. The applicant will comply with part 145 in an appropriate and continuing manner.

2-1182 PROCEDURES.

A. Phase 1: Preapplication. Initial inquiries about certification or requests for application may come in various formats from individuals or organizations. These inquiries may be in writing or in the form of meetings with FSDO/IFO/Flight Standards office personnel. Application for certification may come through the Safety Assurance System (SAS) External Portal. The FSDO/IFO/Flight Standards office personnel will direct the applicant to <http://www.faa.gov>, which will provide instructions to complete the Preapplication Statement of Intent (PASI). Upon notification of a pending PASI, the FSDO/IFO/Flight Standards office will ensure that there is sufficient information to further process the preapplication. When the PASI is received, the FSDO/IFO/Flight Standards office manager will initiate the Certification Services Oversight Process (CSOP). The primary source of communication may be through the SAS External Portal. Flight Standards is working with the Office of Management and Budget (OMB) to obtain approval for the collection of information through the External Portal and the Data Collection Tools (DCT). The applicant can submit DCTs completed outside the External Portal to the certification project manager (CPM). Until the OMB grants approval, Flight Standards has determined that the use of the External Portal to collect the following information will be voluntary:

- PASI;
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating;
- Scope Element Design (ED) DCTs (Module 4);
- Change requests to their certificate; and
- Manuals.

NOTE: Phase 1 ends when the CPM accepts the preapplication package and all Gate I requirements are met. A gate requirement is a safeguard. The CPM should not proceed to the next phase until all requirements of the previous phase are met.

B. Phase 2: Formal Application. During this phase, a formal application meeting is tentatively scheduled after the Federal Aviation Administration (FAA) receives all submissions required in the Preapplication Checklist (PAC) (see Figure 2-85, Preapplication Checklist and Instructions for Completion). The Certification Project Team (CPT) reviews the applicant's PAC submissions for completeness and accuracy before confirming the formal application meeting date. During the formal application meeting, the applicant's management personnel must demonstrate knowledge of their air agency system design.

NOTE: Phase 2 ends when the CPT accepts the formal application package and all Gate II requirements are met. A gate requirement is a safeguard. The CPM should not proceed to the next phase until all requirements of the previous phase are met. For a repair station located outside the United States, § 145.51(c)(1) requires that the applicant must show the necessity (perceived need) for a part 145 Air Agency Certificate and rating(s). In addition to meeting the other applicable requirements for a repair station and/or rating, the applicant must show that the fee prescribed by the FAA has been paid (§ 145.51(c)(2)).

C. Phase 3: Design Assessment (DA). The CPT evaluates the design of the applicant's operating systems to ensure their compliance with regulations and safety standards, including the "minimum standards required in the interest of safety for appliances and for the design, material, construction, quality of work, and performance of aircraft, aircraft engines, and propellers" (refer to Title 49 of the United States Code (49 U.S.C.) § 44701(a)(1)). After the OMB grants approval for the use of the External Portal to collect information, the CPM may direct the applicant to complete all ED DCTs or perform a SAS template Custom DCT (C DCT); this document evaluation phase will be used to determine if the air agency system design meets all criteria.

D. Phase 4: Performance Assessment (PA). Inspectors use Performance DCTs during this phase to collect data to be used to determine if the applicant's systems are performing as intended and producing the desired results. This phase requires the demonstration of method and procedures to aid in the assessment of the applicant's system design.

NOTE: Phases 3 and 4 end when all DAs, PAs, or a C DCT have been successfully completed and are satisfactory to the CPM, and all Gate III requirements have been met. A gate requirement is a safeguard. The CPM should not proceed to the next phase until all requirements of the previous phase are met.

E. Phase 5: Administrative Functions. This phase provides for completion of all administrative functions (e.g., issuance of the Air Agency Certificate, operations specifications (OpSpecs), and certification reports).

2-1183 SECTION 145.51(e) STATEMENT. The applicant must indicate whether any person described in § 145.51(e) is or will be involved in the management, control, or have substantial ownership in the repair station. An affirmative answer will require a detailed explanation on a separate attachment page and may or may not result in denial. A fraudulent or intentionally false answer is a basis for suspending or revoking the Repair Station Certificate and any certificate, approval, or authorization issued by the FAA.

2-1184 DEFINITIONS OF CERTIFICATION.

NOTE: For the purposes of this section, MAG stands for Maintenance Annex Guidance when in reference to the European Aviation Safety Agency (EASA), and Maintenance Agreement Guidance when referring to a non-EASA certification.

A. Certification of a Part 145 Satellite Repair Station, Amendment to, and/or Transfers of the Part 145 Certificate (SAS Peer Groups F/G and H). A maintenance provider that has a permanent fixed location and/or satellite repair station located in the United States; has met the certification requirements of part 145; and is engaged in the maintenance, preventive maintenance, inspection, and alteration of aircraft and aircraft products as defined in 14 CFR part 43.

B. Initial, Renewal, and Amendment Approval of a Part 145 Repair Station Located in the United States Applying for an EASA Part 145 (SAS Peer Group F). A part 145 located inside the United States that is applying for or renewing an Approved Maintenance Organization (AMO) part 145 approval. Use this section in conjunction with the MAG; the MAG supersedes this order if conflicts exist.

C. Certifying/Renewing/Amending a Part 145 Repair Station Located Inside the United States Under a Bilateral Aviation Safety Agreement (BASA)/Maintenance Implementation Procedures (MIP) (SAS Peer Group F). A part 145 located inside the United States that is applying for or renewing an AMO part 145 approval. Use this section in conjunction with the MAG; the MAG supersedes this order if conflicts exist.

D. Certifying/Renewing/Amending a Part 145 Repair Station Located Outside the Territories of the United States and Not Under a BASA/MIP (SAS Peer Group G). Repair stations outside the United States not under a BASA/MIP agreement with an aviation authority (AA) to conduct oversight.

E. Initial, Renewal, or Amendment Certification of an EASA Part 145 European Union (EU)-Based AMO Applying for a Part 145 Certificate (SAS Peer Group H). Repair stations outside the United States under the EU agreement with an AA to conduct oversight. Use this section in conjunction with the MAG; the MAG supersedes this order if conflicts exist.

F. Initial, Renewal, or Amendment of a Part 145 Repair Station Located Outside the United States and Its Territories Under an Agreement (SAS Peer Group H). Repair stations outside the United States under a BASA/MIP with an AA to conduct oversight. Use this section in conjunction with the MAG; the MAG supersedes this order if conflicts exist.

2-1185 INITIAL INQUIRIES OR REQUESTS.

A. Initial Inquiries. Initial inquiries about certification or requests for application may come in various formats from individuals or organizations. These inquiries may be in writing or in the form of meetings with FSDO/IFO/Flight Standards office personnel. The SAS External Portal is a source of communication with the applicant.

B. Applicant Orientation and Preliminary Discussion. Upon initial contact, FSDO/IFO/Flight Standards personnel should direct the applicant to the Flight Standards Service website at <http://www.faa.gov> for applicable regulations, advisory circulars (AC), orders, notices, bulletins, and other pertinent information. In addition, the website provides examples of letters, application forms, and other types of information the applicant needs to complete the certification process.

C. FAA Form 8400-6, Preapplication Statement of Intent. Preapplication for certification may come through the SAS External Portal. Upon initial contact, the responsible Flight Standards office personnel should instruct the applicant to complete the PASI form found at <http://www.faa.gov/forms>.

1) When the PASI is received, the FSDO/IFO/Flight Standards office manager will initiate the CSOP. (See Volume 10, Chapter 12, Section 1.)

2) Upon receipt of a signed PASI, the FSDO/IFO/Flight Standards office will review the form to ensure that there is sufficient information to further process the preapplication. The FSDO/IFO/Flight Standards office will then determine that the proposed operation is consistent with part 145.

3) If the PASI is not acceptable, the FSDO/IFO/Flight Standards office must notify the applicant describing the reasons in Section 2 of the form. It is mandatory to retain a copy of the returned PASI and any correspondence in the certification files.

2-1186 ASSIGNMENT OF THE CERTIFICATION PROJECT TEAM (SAS Configuration Module 1).

A. Selection of Team Members. Once the CSOP begins and the designation of a FSDO/IFO/Flight Standards office as the responsible Flight Standards office for the certification project is made, the office will request a precertification number from the Aviation Data Branch (AFS-620). (See Volume 2, Chapter 2, Section 2.) The office manager will then select a certification team for the certification project; this may be made up of FSDO/IFO/Flight Standards office inspectors. At a minimum, the team must consist of a Maintenance and/or Avionics inspector. Generally, these inspectors will be the principal inspectors (PI) assigned to the applicant once the certification process is complete.

B. Designation of the CPM. The responsible Flight Standards office manager will designate one member of the certification team to serve as the CPM. The person designated as CPM should have completed the FAA Certification and Surveillance of Part 145 Repair Stations course (21058) and should have previous experience in the certification of an air agency under part 145. It is desirable that a person with PI experience be designated as the CPM; however, depending on the situation, other inspectors from the FSDO/IFO/Flight Standards office may be acceptable.

2-1187 RESPONSIBILITIES OF THE CPM AND THE CERTIFICATION TEAM.

A. Responsibilities of the CPM. The CPM must conduct themselves in a professional and responsive manner with the applicant. The CPM serves as the primary spokesperson for the

FAA throughout the certification process. Consequently, the CPM must thoroughly coordinate all certification matters with all other specialists assigned to the certification project. The CPM is responsible for ensuring that all certification job functions are complete and for coordinating all correspondence, both to and from the applicant, with the CPM. The CPM must notify the responsible Flight Standards office manager of any information that may significantly affect or delay the certification project. The CPM must ensure that individuals involved with the certification project and the office manager are kept fully informed of the current status of the certification. The Five Phases of Certification and Requirements of the Gate System Job Aid for Part 145 (Figure 2-86) and the Schedule of Events Job Aid for Part 145 Repair Stations (Figure 2-87) should be used as guides for conducting these status meetings.

B. Responsibilities of the Certification Team Members (CTM). Each CTM must respond to CPM requests for assistance and keep the CPM informed of the status of the certification. CTMs should immediately bring any discrepancy that may delay the certification effort to the attention of the CPM.

C. Responsibilities of the Certifying Office Manager. The office manager shall keep the Flight Standards office or International Field Office Management Branch (AFS-54) informed of any unusual aspects of the certification process or of those aspects that may attract the attention of local or national political entities or the media. The office manager must coordinate with the Flight Standards office/AFS-54 when the circumstance requires intra/interoffice coordination. It is appropriate to encourage routine certification job function coordination between Flight Standards offices/IFOs.

D. Responsibilities of the Applicant. The applicant must develop and complete all required programs and documents for submission with the formal application.

2-1188 PREAPPLICATION MEETING.

A. General. In preparation for the meeting, the CPM should remind the applicant that key management personnel should plan on attending the meeting and prepare themselves to discuss, in general terms, specific aspects of the applicant's proposed operation. The CPM should discuss the certification process in depth, place emphasis on the expectations of the FAA, what the applicant should expect from the FAA, and the sequence of events. Figure 2-86 should receive emphasis, and the applicant should be encouraged to ask questions during the discussion. Applicants should be thoroughly familiar with the gate system requirements before continuing with the process.

B. Precertification Information.

1) The preapplication meeting between the CPM, other CTMs, and the applicant sets the tone for the rest of the certification process. It is important, therefore, that the CPM thoroughly prepare to conduct the meeting and discuss the following guidance.

a) If the application includes satellite repair stations located away from the certifying office, the certifying office will initiate coordination with other affected Flight Standards offices as early as possible. Further coordination will then be directed by the Flight Standards office identified with the managerial repair station certifying office.

The certification coordination process will follow the applicable process found in Volume 2, Chapter 11, Section 7.

b) AC 145-9, Guide for Developing and Evaluating Repair Station and Quality Control Manuals, provides guidance to develop a Repair Station Manual (RSM) and Quality Control Manual (QCM).

c) AC 145-10, Repair Station Training Program, provides guidance to develop a training program.

d) Sample Schedule of Events (SOE).

e) AC 00-58, Voluntary Disclosure Reporting Program.

f) AC 120-66, Aviation Safety Action Program (ASAP).

g) Volume 11, Chapter 1, Section 1.

h) Volume 11, Chapter 2, Section 1.

i) PASI.

j) Proposed OpSpecs.

k) Additional publications or documents that the CPM considers appropriate.

l) Drug and alcohol testing program (if applicable).

m) Hazardous materials (hazmat) training certification letter (refer to § 145.53(c) or (d)).

n) FAA Form 8310-3, Application for Repair Station Certificate and/or Rating.

o) Personnel requirements (refer to § 145.151).

p) For repairmen: FAA Form 8610-2, Airman Certificate and/or Rating Application, and letter of recommendation by the applicant (refer to 14 CFR part 65, § 65.101).

q) All applicants submitted optional ED DCT or C DCT.

2) The certification team must review management qualifications to determine that they have sufficient experience for the required accountable manager, and supervisory personnel, and that these résumés contain the basic information necessary to determine regulatory compliance. The depth of review should be only used to determine that there are no obvious omissions or significant discrepancies. Accomplish a detailed review of the management qualifications and effectiveness during the DA and the PA phases.

C. Briefing of the Applicant. At the preapplication meeting, brief the applicant and any key personnel attending the meeting in as much detail as necessary to ensure that they

understand the certification process. Use the certification job aid and the SOE format as guides to facilitate the discussion and to ensure that you cover all elements of the certification process. Advise the applicant that all manuals and correspondence may be submitted through the SAS External Portal. Encourage the applicant to ask questions about any area of the process not clearly understood.

D. Verifying Information on the PASI. The first item for discussion should be verification of the information on the PASI, such as the proposed ratings and location of facilities. When changes to this information occur, the applicant must annotate the changes on the PASI. If changes indicate the need for reassignment of certification responsibilities to another FSDO/IFO, the Flight Standards office/AFS-54 must notify the affected FSDO/IFO so that the certification project can be reassigned. In this situation, it may be appropriate to terminate the preapplication meeting.

E. Informing the Applicant of Applicable Regulations. It is essential that the applicant understands which regulations apply to the proposed operation. Advise the applicant to acquire and become familiar with the 14 CFR parts and ACs pertaining to the proposed operation. Make sure the applicant and the applicant's personnel are aware of their responsibilities during the certification process. It is to their benefit to submit required items as soon as they become available, in order to meet Gate I requirements, and to notify the Flight Standards office/IFO immediately of any problems or changes in the proposed operation.

F. Informing the Applicant of Transportation Security Administration (TSA) Requirements. Make sure the applicant is aware of the TSA inspection requirements per Volume 2, Chapter 11, Section 13.

G. Informing the Applicant of FAA Form 8310-3. Discuss required completion of FAA Form 8310-3.

H. Informing the Applicant of the Self-Provided ED DCTs or C DCT. After the OMB grants approval for the use of the External Portal to collect information, discuss with the applicant that he or she can either submit all applicable ED DCTs at the time of formal application, or if the CPM is going to allow the applicant to submit a C DCT in place of performing all of the ED DCTs.

NOTE: Inform the applicant for a repair station located outside the United States that the Air Agency Certificate expires and will be renewed (yearly) in accordance with guidance, or the FAA may renew the certificate for 24 months in accordance with § 145.55(b). The initial deposit of money and appropriate renewal fees apply (refer to AC 187-1, Flight Standards Service Schedule of Charges Outside the United States).

2-1189 INSTRUCTIONS TO THE APPLICANT ON THE FORMAL APPLICATION.

A. Formal Application Submission Process. It is essential during the preapplication meeting that the applicant has a clear understanding of the form, content, and documents required for the formal application. It is necessary to inform the applicant that he or she must submit the formal application to the assigned FSDO/IFO/Flight Standards office. After the initial

review, inform the applicant that a letter will provide notification of the application's acceptance or rejection within 15 business-days. Encourage the applicant to submit the formal application as far in advance as possible of the intended starting date.

B. Formal Application Submission Documentation. The inspector should inform the applicant that, while FAA inspectors will furnish informal guidance and advice during the preparation of required documents and manuals, the production of acceptable documents and manuals is solely the responsibility of the applicant.

2-1190 FORMAL APPLICATION ATTACHMENTS. The formal application package should include at least the attachments described in the following subparagraphs:

A. FAA Form 8310-3. The application for a Repair Station Certificate and/or rating.

NOTE: For a repair station located outside the territories of the United States, § 145.51(c)(1) requires that the applicant must show the necessity for a part 145 Air Agency Certificate and rating(s) (perceived need).

B. SOE.

1) Figure 2-87 provides a sample format for an SOE. The applicant needs to understand that the SOE is a document to be presented with the formal application. The SOE is a list of items, activities, programs, and/or facility acquisitions that the applicant must accomplish or make ready for FAA inspection before certification. The SOE will include the applicant's best estimate of the date he or she will accomplish the item, activity, program, aircraft, or facility acquisitions, or have them ready for inspection. Inform the applicant that it is necessary to construct the SOE in a logical and sequential manner.

2) The SOE must also provide for a reasonable amount of time for the FAA to review and accept or approve each item or event, before scheduling other items or events that are dependent on such acceptance or approval. Inform the applicant that failure to accomplish an item satisfactorily, in accordance with the SOE, could result in a delay to the certification. Advise the applicant that if a certification team detects deficiencies during the review of manuals and other documents, then they will return them for amendment or correction.

C. Manual System. This attachment to the formal application may be in the form of one or more manuals or volumes. These manuals must contain information about the applicant's organization, general policies, duties, responsibilities of personnel, operational control policy, and procedures. These manuals are often known as the RSM and QCM. The certification process requires that the applicant develop the manuals by the time of formal application to satisfy the requirements of Gate II. The applicant should ensure that the manuals are in compliance with §§ 145.209 and 145.211 rules and operations subject to this part.

D. Company Training Program. The training program is applicable to employees assigned to perform maintenance, preventative maintenance, alterations, and inspection functions. (Refer to Volume 6, Chapter 9, and § 145.163.)

E. Hazmat. If the repair station and/or its contractors and subcontractors perform a job function concerning transportation of dangerous goods (hazmat), the repair station must provide the FAA with a letter certifying the training of the appropriate employees in accordance with § 145.53(c) for repair stations located within the United States, or § 145.53(d) for repair stations located outside the United States. This training compliance letter is only required at the time of initial certification or anytime the repair station applies for a change to its certificate as defined in § 145.57, if not previously submitted.

NOTE: The CPM, at the time of application, will notify the repair station applicant that the repair station must address the requirements of § 145.53. The CPM should review the training compliance letter to ensure the applicant has addressed the requirements of §§ 145.53 and 145.57. The FAA is required to have the certifying letter on file. However, the burden of surveillance and qualifications of hazmat requirements falls on the FAA Office of Security and Hazardous Materials Safety (ASH).

F. Personnel Requirements.

1) Each repair station must have the management personnel necessary for the scope and complexity of its organization. The regulation requires an accountable manager, supervisory personnel, inspection personnel, and certificated personnel to approve the articles it maintains for return to service. The accountable manager for multiple satellite locations will typically be located at the repair station with managerial control. Whether the accountable manager is at the managerial repair station or at another repair station within the system, his or her manual should include how the accountable manager will operate. It may be necessary for the repair station to have other supervisory personnel to meet requirements of § 145.153(a).

2) The repair station may use training, knowledge, experience, or practical testing of noncertificated employees performing maintenance functions as the basis for determining their abilities.

3) Qualifications of supervisory and inspection personnel, and those personnel authorized to perform final inspection and approve an article for return to service, must meet the requirements of part 65 and §§ 145.153, 145.155, 145.157, and 145.213. These personnel must be able to read, write, and understand English.

4) Inspection personnel not authorized to approve articles for return to service need only read, write, and understand English (refer to § 145.155).

5) Organizational chart of management personnel (refer to § 145.51).

G. Housing and Facility Requirements. An attachment should provide evidence that the applicant's housing for the facilities, equipment, materials, and personnel are consistent with ratings.

2-1191 CONCLUSION OF THE PREAPPLICATION MEETING. The certification team must ensure that the applicant understands the requirements of the formal application.

2-1192 TERMINATION OF THE PREAPPLICATION PROCESS. If, at any time during the preapplication phase, the applicant formally terminates all efforts toward certification, or the FSDO/IFO/Flight Standards office determines that the applicant will not proceed with the certification process, return the PASI to the applicant. The FSDO/IFO/Flight Standards office will notify the applicant in writing that this action terminates the preapplication process and that the applicant must submit a new PASI in order to initiate the certification process again. Notify the Flight Standards office/AFS-54 of any terminated certification project. The certifying office will notify AFS-620, and the precertification number will be put back into the centralized certificate number data file. The certifying office should ensure the accomplishment of the appropriate configuration data, SAS Vitals Information. Should the applicant request to reapply, AFS-620 will assign a new precertification number.

NOTE: The applicant must maintain an active project. The responsible Flight Standards office must evaluate an inactive period that exceeds 90 calendar-days. Inactivity of greater than 90 calendar-days may be cause to terminate the certification process, or you may terminate the process when it is clear that continuing the process will not result in approval or acceptance (i.e., multiple failures of the applicant's submissions).

Figure 2-85. Preapplication Checklist and Instructions for Completion**Preapplication Checklist**

Management Preparation		
Accountable manager personnel view the following:	Verified by:	Date:
http://www.faa.gov .		
FAA Order 8900.1, Volume 2, Chapter 11, Sections 1, 2, 3, 4, 5.		
Section 1 Documentation Required at Preapplication Meeting		
Document/Manual:	Verified by:	Date:
FAA Form 8400-6, Preapplication Statement of Intent (PASI).		
Section 2 Documentation Required at Formal Application		
Document/Manual:	Verified by:	Date:
Updated PASI (FAA Form 8400-6).		
Application for repair station certification (FAA Form 8310-3).		
NOTE: For a repair station located outside the territories of the U.S., 14 CFR part 145, § 145.51(c)(1) requires that the applicant must show the necessity for a part 145 Air Agency Certificate and rating(s) (perceived need).		
A list by type, make, or model of each article.		
Description of housing and facility.		
Training compliance letter (letter stating compliance with § 145.53(c) or (d), for hazardous materials (hazmat)).		
Completed proposed Schedule of Events (SOE).		
Company manuals and programs: Repair Station Manual (RSM), Quality Control Manual (QCM).		
Company training program.		
Optional self-audited Element Design Data Collection Tools (ED DCT) or Custom DCT (C DCT).		
NOTE: The ED DCT version must be current within 90 days.		
Supervisor personnel roster/summary of employment. (§ 145.161).		
Organizational chart of management personnel (§ 145.51).		
List of proposed operations specifications (OpSpecs).		
List of contract maintenance functions (§ 145.217).		
Drug and alcohol program, if applicable.		
Exemption requests, if applicable.		
Copy of a capability list (CL), if applicable (§ 145.215).		
Application for a Repairman Certificate: Use FAA Form 8610-2, Airman Certificate and/or Rating Application, and a letter of recommendation.		

Figure 2-85. Preapplication Checklist and Instructions for Completion (Continued)**Instructions to Complete the Preapplication Checklist**

Note: Until the Office of Management and Budget (OMB) grants approval, Flight Standards has determined that the use of the External Portal to collect the following information will be voluntary:

- PASI;
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating;
- Scope ED DCTs (Module 4);
- Change requests to their certificate; and
- Manuals.

The applicant may submit the following items (Section 1) through the FAA Safety Assurance System (SAS) External Portal prior to the preapplication meeting:

- An updated PASI (FAA Form 8400-6).

The applicant may submit the following items (Section 2) through the FAA SAS External Portal prior to the formal application meeting:

- An updated PASI (FAA Form 8400-6) (only if you have made changes to the original PASI).
- Company manuals and programs necessary to conduct daily operations. This would include, but may not be limited to, computer software program user manuals and engineering and program substantiation documents that support or justify the manual system or a program design (e.g., Repair Station Manual (RSM), Quality Control Manual (QCM), training programs, and courseware).
- Optional self-audited ED DCT (NOTE: The ED DCT version must be current within 90 days).
- Training compliance letter stating compliance with § 145.53(c) or (d), for hazardous materials (hazmat).
- Proof of housing of facility, required by § 145.103.
- List of contract maintenance functions (refer to § 145.217).
- Status of drug and alcohol program.
- Exemption requests.
- Application for a Repairman Certificate (FAA Form 8610-2) and letter of recommendation.
- A copy of a capability list (CL), if applicable (refer to § 145.215).
- Completed proposed Schedule of Events (SOE).
- List of proposed operations specifications (OpSpecs).
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating.
- Supervisor personnel roster/résumé (refer to § 145.161).
- Organizational chart of management personnel (refer to § 145.51).

Figure 2-86. Five Phases of Certification and Requirements of the Gate System Job Aid for Part 145

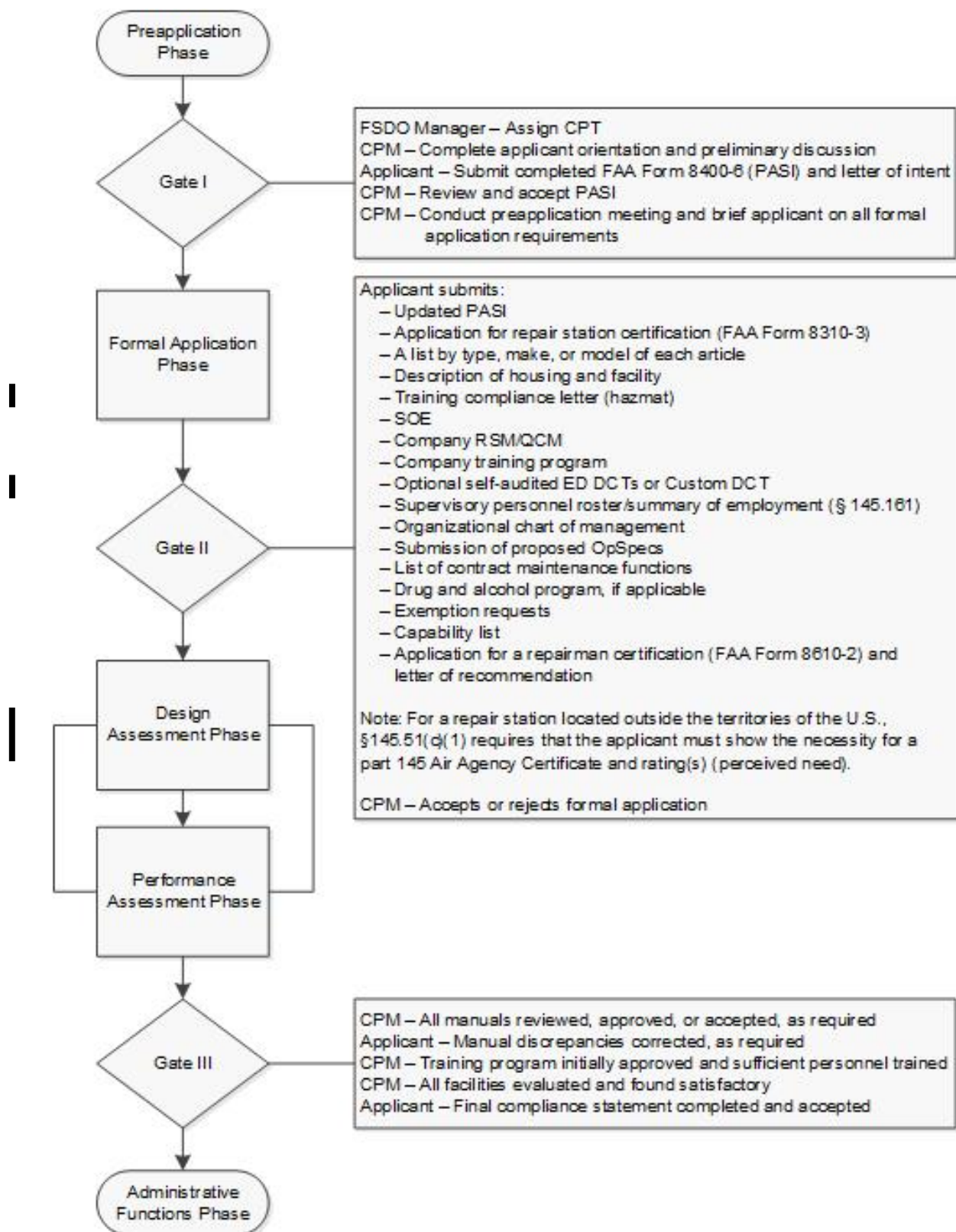


Figure 2-87. Schedule of Events Job Aid for Part 145 Repair Stations

PHASE 1 Preapplication	DATE
Preapplication Statement of Intent (PASI) (FAA Form 8400-6).	
Preapplication meeting.	
PHASE 2 Formal Application	
Updated PASI (FAA Form 8400-6).	
Application for repair station certification (FAA Form 8310-3). NOTE: For a repair station located outside the territories of the U.S., part 145, § 145.51(c)(1) requires that the applicant must show the necessity for a part 145 Air Agency Certificate and rating(s) (perceived need). In addition to meeting other applicable requirements for a repair station and/or rating, the applicant must show that the fee prescribed by the FAA has been paid.	
A list by type, make, or model of each article.	
Description of housing and facility.	
Training compliance letter (letter stating compliance with § 145.53(c) or (d), for hazardous materials (hazmat)).	
Completed proposed Schedule of Events (SOE).	
Company manuals and programs: Repair Station Manual (RSM), Quality Control Manual (QCM).	
Company training program.	
Optional self-audited Element Design Data Collection Tools (ED DCT) or Custom DCT (C DCT). NOTE: The ED DCT version must be current within 90 days.	
Supervisor personnel roster/summary of employment (§ 145.161).	
Organizational chart of management personnel (§ 145.51).	
List of proposed operations specifications (OpSpecs) paragraphs.	
List of contract maintenance functions (§ 145.217).	
Drug and alcohol program, if applicable.	
Exemption requests, if applicable.	
Copy of a capability list (CL), if applicable (§ 145.215).	
Application for a Repairman Certificate: Use FAA Form 8610-2, Airman Certificate and/or Rating Application, and a letter of recommendation.	
Formal application meeting.	

PHASE 3 Design Assessment (DA)	
Design approval.	
PHASE 4 Performance Assessment (PA)	
Performance demonstration date.	
PHASE 5 Administrative Functions	
Certification date.	

RESERVED. Paragraphs 2-1193 through 2-1197.